

**ADMINISTRATION & RULES COMMITTEE
FINANCE COMMITTEE
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
September 4, 2015 @ 8:30am
Jefferson County Courthouse, Room 202**

1. Call to Order: County Board Chair, Jim Schroeder, called the meeting to order at 8:35 am.
2. Roll Call:
 - Administration & Rules Committee: Present: Jim Braughler, Jennifer Hanneman, Steve Nass (at 8:38am), Amy Rinard, Jim Schroeder.
 - Finance Committee: Present: Jim Braughler, Jennifer Hanneman, Dick Jones, Jim Schroeder. Excused: Blane Poulson.
 - Human Resources Committee: Present: Paul Babcock, Jim Braughler, Greg David, Jim Mode, Wineke.
 - Others Present: Brian Lamers, Finance Director; Terri Palm, Human Resources Director; Blair Ward, Corporation Counsel; Ben Wehmeier, County Administrator; Yelena Zarwell, Assistant Corporation Counsel; Carla Robinson, Clerk of Courts.
3. Certification of compliance with the Open Meetings Law: Confirmed by Ben Wehmeier, County Administrator.
4. Review of Agenda: Reviewed with no changes.
5. Public Comment: None.
6. Communications: None.
7. Approval of August 18, 2015 Joint Committee minutes.
 - Administration & Rules Committee: **Motion by J. Hanneman, second by A. Rinard, to approve the August 18, 2015 minutes.** Motion carried 5:0.
 - Finance Committee: **Motion by J. Hanneman, second by J. Braughler, to approve the August 18, 2015 minutes.** Motion carried 4:0.
 - Human Resources Committee: **Motion by G. David, second by J. Mode, to approve the August 18, 2015 minutes.** Motion carried 5:0
8. Ben Wehmeier discussed options that still need policy and ordinance development for recruitment and retention for Behavioral Health Specialists at Human Services that includes two concepts. First is to advertise and start new hires at midpoint of the appropriate grade. The second would be to offer a retention bonus for staff when achieve their licensure necessary for billing and meeting the goals and performance standards in teams. Bonuses allow the County to adjust with market fluctuations.

Ben Wehmeier also updated the committees that the health insurance costs and sales tax revenue figures are in and initial meetings with all department heads. With this information, there will be approximately an increase of \$58,000 due to cost of health and an increase of FICA costs of employee share actually being lower than budgeted for Unity Community. With this, it is hopeful to restore the 25% FSA contribution and a 1% wage adjustment.

9. Convene into closed session.

Administration & Rules Committee: **Motion by J. Hanneman, second by J. Schroeder, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85 (1)(c), to consider the County Administrator's performance evaluation data and compensation package.** Braughler: Aye; Hanneman: Aye; Nass: Aye; Rinard: Aye; Schroeder: Aye.

Finance Committee: **Motion by J. Hanneman, second by J. Braughler, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85 (1)(c), to consider the County Administrator's performance evaluation data and compensation package.** Braughler: Aye; Hanneman: Aye; Jones: Aye; Schroeder: Aye.

Human Resources Committee: **Motion by J. Mode, second by P. Babcock, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85 (1)(c), to consider the County Administrator's performance evaluation data and compensation package.** Babcock: Aye; Braughler: Aye; David: Aye; Mode: Aye; Wineke: Aye.

Moved into closed session at 8:51am.

NOTE: Also present were T. Palm, B. Wehmeier and B. Ward. B. Wehmeier excused himself at 9:00am.

10. Reconvene in open session to take possible action on items discussed in closed session.

Administration & Rules Committee: **Motion by S. Nass, second by J. Hanneman, to reconvene into open session.** All present responding "Aye". Motion carried 5:0.

Finance Committee: **Motion by J. Hanneman, second by J. Braughler, to reconvene into open.** All present responding "Aye". Motion carried 4:0.

Human Resources Committee: **Motion by J. Mode, second by M. Wineke, to reconvene into open session.** All present responding "Aye". Motion carried 5:0

Moved into open session at 9:47 am. Ben Wehmeier was asked to join the meeting at this time.

Administration & Rules Committee: **Motion by S. Nass, second by J. Hanneman, to recommend to County Board a revised County Administrator contract to include a one-time bonus of \$5000, paid no later than December 31, 2015; revise August 18, 2015 motion to provide one-week additional vacation starting January 1, 2016; starting in 2016, provide the opportunity for a**

\$5000 Achievement/Performance bonus annually with the performance standards evaluated and measured by the Administration and Rules Committee. In addition, the committee respectfully requests the County Administrator to include \$5000 in the 2016 and future budgets for professional development for the County Administrator and \$7500 for staff professional development. Any amounts not used may be rolled over to be used in future years. Motion carried 5:0.

Finance Committee: Motion by J. Braugher, second by J. Hanneman, to recommend to County Board a revised County Administrator contract to include a one-time bonus of \$5000, paid no later than December 31, 2015; revise August 18, 2015 motion to provide one-week additional vacation starting January 1, 2016; starting in 2016, provide the opportunity for a \$5000 Achievement/Performance bonus annually with the performance standards evaluated and measured by the Administration and Rules Committee. In addition, the committee respectfully requests the County Administrator to include \$5000 in the 2016 and future budgets for professional development for the County Administrator and \$7500 for staff professional development. Any amounts not used may be rolled over to be used in future years. Motion carried 4:0.

Human Resources Committee: Motion by J. Mode, second by G. David, to recommend to County Board a revised County Administrator contract to include a one-time bonus of \$5000, paid no later than December 31, 2015; revise August 18, 2015 motion to provide one-week additional vacation starting January 1, 2016; starting in 2016, provide the opportunity for a \$5000 Achievement/Performance bonus annually with the performance standards evaluated and measured by the Administration and Rules Committee. In addition, the committee respectfully requests the County Administrator to include \$5000 in the 2016 and future budgets for professional development for the County Administrator and \$7500 for staff professional development. Any amounts not used may be rolled over to be used in future years. Motion carried 5:0.

11. Adjournment.

Administration & Rules Committee: Motion by J. Hanneman, second by S. Nass, to adjourn. Motion carried 5:0.

Finance Committee: Motion by J. Hanneman, second by J. Braugher, to adjourn. Motion carried 4:0.

Human Resources Committee: Motion by J. Mode, second by G. David, to adjourn. Motion carried 5:0

Meeting adjourned at 10:00 am.